



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

RADIATION CONTROL PROGRAM ADMINISTRATOR

Job Number: 20000847

Job Code: 33550V161016

Job Group: 3300 - HEALTH INSPECTION

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$30,068 - Hourly

\$4,886.00 - 37.5 Hr. Monthly Salary

\$5,211.80 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Administers, coordinates and manages the state health services radiation control functions; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in chemistry, biology, engineering, mathematics, environmental health, health physics, physics, physical science or health science.

EXPERIENCE:

Must have six years of employment in, or direct experience with at least one of the following: a Nuclear Regulatory Commission (NRC), NRC Agreement State, Department of Energy, or Department of Defense regulated health physics program; a State or Federally regulated X-ray program; or a governmental or other certified or licensed laboratory. At least two years must be in a supervisory role in a governmental radiation control program.

Substitute EDUCATION for EXPERIENCE:

Proof of completion of the following: Army or Air Force health physics program; Department of Energy radiation protection program; or Naval Nuclear Power Program OR Certificate from the following: American Board of Radiology; American Board of Health Physics; Nuclear Medicine Technology Certification Board; American Registry of Radiologic Technologists; or National Registry of Radiation Protection Technologists OR four years full time experience at a governmental or other certified or licensed laboratory will substitute for the required bachelor's degree.

Substitute EXPERIENCE for EDUCATION:

Graduate work in one of the disciplines listed above will substitute for the required non-supervisory experience on a year-for-

year basis not to exceed two years.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must have completed one or more of the following: Army or Air Force health physics program, Department of Energy radiation protection program, or Naval Nuclear Power Program, OR possess a current certification or license from one or more of the following entities: American Board of Radiology, American Board of Health Physics, Nuclear Medicine Technology Certification Board, American Registry of Radiologic Technologists, or National Registry of Radiation Protection Technologists; OR four years full time experience at a governmental or other certified or licensed laboratory. Must pass a 29 CFR 1910.120 compliant physical examination within 6 months of employment, if necessary, and maintain by passing an annual 29 CFR 1910.120 compliant physical examination as necessary according to assigned job duties. Must pass a 29 CFR 1910.120 compliant hazardous waste operations and emergency response training course within 1 year of employment, if necessary, and maintain through completion of 29 CFR 1910.120 compliant refresher training as necessary according to assigned job duties. Most federal agencies that issue security clearances use the terms Confidential, Secret, and Top Secret. The US Department of Energy uses the terms L, and Q. Employees in this class must obtain at least a secret (or L if DOE) level security clearance or equivalent, if necessary. Further, this clearance must be maintained as necessary according to assigned job duties. Must pass a 29 CFR 1910.120 compliant physical examination within 6 months of employment, if necessary, and maintain by passing an annual 29 CFR 1910.120 compliant physical examination as necessary according to assigned job duties. Must pass a 29 CFR 1910.120 compliant hazardous waste operations and emergency response training course within 1 year of employment, if necessary, and maintain through completion of 29 CFR 1910.120 compliant refresher training as necessary according to assigned job duties. Most federal agencies that issue security clearances use the terms Confidential, Secret, and Top Secret. The US Department of Energy uses the terms L, and Q. Employees in this class must obtain at least a secret (or L if DOE) level security clearance or equivalent, if necessary. Further, this clearance must be maintained as necessary according to assigned job duties. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Manages a comprehensive technical radiation program to minimize radiation exposure to the population and reduce personal injury from unsafe use of radioactive materials and devices. Oversees the collection of fees in excess of one million dollars annually in addition to contracts that are valued at one half million dollars. Assists in the formulation of statewide procedures to protect the population and worker from injury and disease. Provides technical assistance in licensing the use and handling of radioactive material, assessment and mitigation of radon and licensing certification of operators of radiation producing machines. Evaluates impacts of radioactive material and devices on health and safety to members of the general public and workers. Explains radiation impacts to the general public and state and federal agencies. Develops budgets, staffing and training and acquisition of radiation equipment for the effective operation of the entire Radiation Control Program. Reports to and consults with the Division Director and/or the Commissioner and other executive personnel relating to Cabinet goals, objectives and missions. Coordinates emergency response activities, inspection and other radiation activities dealing with federal and state agencies and others such as the Nuclear Regulatory Commission, Environmental Protection Agency, Department of the Army, Department of Energy, Federal Emergency Management Agency, Military Affairs, Natural Resources, etc. Administers a program for the registration, licensure and certification for operators of sources of radiation. Approves continuing education courses for maintaining or upgrading the proficiency of radiation operators. Develops and implements policy and procedure related to public health and safety and other Radiation Control functions. Evaluates program activities for efficiency and economy of operation. Responds to all incidents/accidents involving radioactive materials statewide on a 24-hour basis. Through the Emergency Operation Center (EOC) acts as the governor's consultant for radiation.

UNIQUE PHYSICAL REQUIREMENTS:

Physical effort required during field activities.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves potential exposure to radiation during emergencies and inspection of licensed facilities. Potential exposure to hazards during inspection of industrial facilities.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed

vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.